



City of Seattle
Department of Design, Construction and Land Use

Preparing for a Pre-Submittal Conference

The purpose of this document is to provide a composite list of recommended criteria in order to effectively utilize the Pre-Submittal Conference process. For further information and requirements regarding submitting an application, please visit our web page at www.cityofseattle.net/dclu/asc or come in and talk with a representative in the DCLU Applicant Services Center (ASC) located on the 20th floor of Key Tower at 700 Fifth Ave, Suite 2000. You may also call us at (206) 684-8850.

DCLU welcomes early efforts in resolving various codes and/or process issues including design/code and scheduling conflicts, clarifying code interpretations, and considering viable alternatives. An appropriate resolution forum is the pre-submittal conference. It is also required for certain projects. This mechanism allows issues to be discussed, resolved, and formally documented before the client applies for a permit.

NOTE: Submittal of requested information for a pre-submittal conference does not vest the application. Pre-application reviews are based on the information available at the time of the review. If additional information becomes available during the review of the pre-submittal process, or if the project's scope is modified or changed, then additional conditions or studies may be required.

To schedule a meeting or if you have further questions, please contact the DCLU Applicant Services Center at (206) 684-8850.

INFORMATION REQUIRED FOR A PRE-SUBMITTAL CONFERENCE

The following guidelines are to help the applicant in effectively using the pre-submittal conference. This should contribute to a timelier permitting process:

When are Pre-submittal Conferences required, recommended, or permitted?

Required	Recommended
High-rise buildings	Substantial Alterations
Buildings with Atriums	ECA Issues
Design Review	Traffic Impacts
Buildings with undefined structural systems (per SBC Table 16-N)	SEPA Issues
	Complex Zoning Interpretations
	Buildings with unusual structural systems

Applicants should have a working knowledge of all applicable codes and their requirements. Pre-submittal conferences are not intended to serve as a substitute for basic understanding of the codes (some exceptions apply). NOTE: DCLU is not responsible for the identification of issues not raised by the applicant. The Pre-submittal conference is not intended to be a replacement for the plan review process.

The applicant should review the code before the start of each conference in order to provide an informed overview of the project and to present the issues within the context of the code.

When presenting any particular issues, the applicant should state if there are any concerns or issues that may not comply with the department's requirements and why the problem exists. In the proposal, there must be a rationale how to resolve those issues.

NOTE: some examples of problems discussed at pre-submittal conferences include, but are not limited to are: possible conflicting code requirements, building/occupant security, operation issues, cost impacts, issues related to historic landmarks, SEPA threshold interpretations, etc. In certain cases when it is deemed efficient or expedient, a multidisciplinary, or a more global pre-submittal conference may be necessary. These meetings may include one or more of the following: building plans examiners, mechanical/energy reviewers, Fire dept. plan reviewers, Land Use Planners, Design Commission members, representatives from SPU, Seatran, etc.

The department is committed to making decisions as soon as possible. Clarity of information and clear presentation of the issues will expedite the decision making process.

If there are any electrical modifications, upgrades, or new services that require additional energy use, there will be an additional application form for City Light that must be filled out. (Energy Use Projections Form)

After the pre-submittal conference, minutes of the meeting will be documented with any specific issues. This includes documentation of decisions made and proposals (with justifications) for resolution of any outstanding issues.

Basic Information

The full name of the project

The address of the property that the project is on, including the parcel number and legal description.

The existing zoning of the project site.

Project description...a narrative describing the project will be essential in order for DCLU to properly assess your needs.

The names, addresses, and telephone numbers of the owner, agent, architect and/or engineer of record. Indicate who will be the primary contact person for questions regarding this request.

Any other permits or actions that are pending or proposed affecting this application or have been issued that affect this application, including rezones, conditional use permit, variances, shoreline master development permits, grading permits, plats, short plats, or lot boundary adjustments.

Any recorded existing easements that affect the property, (i.e., ingress, egress, utilities or drainage).

If your project was covered under a prior SEPA determination, please provide a copy of the determination and check list or a copy of an impact statement if one was prepared.

The area, in square feet or acres, of the project site.

Site Plan...provide as much of the following information as possible, as it is applicable to your project:

A vicinity map showing sufficient detail to clearly locate the project in relation to arterial streets, natural features/landmarks and municipal boundaries.

A marker showing the direction of North.

The location, identification and dimension of all existing buildings, structures, rockeries, and retaining walls; property lines, streets, alleys, and easements. Indicate the level of improvement of all adjacent public right-of-way.

Location of wetlands, streams, steep slopes, and any known hazard areas (i.e., flood, erosion, landslide, seismic, etc) together with required buffers.

All existing and proposed contours.

The existing vegetation in general, identifying the approximate location and size of all significant trees. Note whether these trees are to remain or to be removed.

Indicate the zoning classifications of adjacent parcels.

Other Plans...Provide additional plan and elevation drawings as is necessary to clearly present the issues of your proposal that need interpretation, clarification and/or feedback.

Site Development Information... Provide as much of the following site design information as it is possible and as it is applicable to your project.

Available soils or wetlands consultant reports, photographs, or surveys which may be used for a sensitive areas evaluation of the site.

A brief description of the proposed and existing storm drainage conveyance system and retention/detention facilities; and a downstream analysis of at least $\frac{1}{4}$ mile from the site.

A breakdown of the total impervious area of the site and with a note indicating the amount of new impervious area being developed. Include any area in the right-of-way being developed or improved.